

A regular meeting of the Municipal Civil Service Commission convened on Monday, December 17, 2001, with Priscilla R. Tyson, Douglas S. Morgan and Grady L. Pettigrew present.

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RE: *Review and approval of the November 26, 2001, regular meeting minutes.*

This item was deferred to later in today's meeting.

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RE: *Review of the results of the pre-hearing conference for the following appeal:*

Sureeta D. Harris vs. the Department of Public Safety, Division of Police, Appeal Number 01-CA-0024, Police Officer, 120 Hour Suspension, Hearing Scheduled for Monday, January 28, 2002.

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Theresa Carter appeared before the Commission and reported the results of this pre-hearing conference.

Sureeta D. Harris – Police Officer, 120 hour suspension for failure to obey a lawful order by a supervisor. This appeal hearing will be both on the merits and mitigation. Ronald Snyder, appearing on behalf of Ms. Harris, advises he intends to call three witnesses and possibly another four witnesses to testify as to bias treatment of Ms. Harris. Mr. Snyder reported that his portion of this case should last not more than two hours. Michael Matuska, Assistant City Attorney, intends to call ten witnesses; each witness would testify only briefly. Mr. Matuska approximates his portion of the hearing to also last not more than two hours. Both attorneys agreed that this hearing should be completed in one afternoon.

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RE: *Request of the Civil Service Commission staff to amend Rule VII(B)(7)(a), changing the retest rule to allow police officer candidates to take the test up to two times within a twelve-month period..*

PRESENT: Elizabeth Reed, Personnel Administrative Officer

Elizabeth Reed appeared before the Commissioners to request an amendment to Rule VII(B)(7)(a) to allow police officer candidates to take the entry-level test up to two times within a twelve-month period.

Beginning in March 2002, the Civil Service Commission will add a physical component to the police officer entrance examination. One of the key recommendations related to the implementation of this phase, expressed by the consultant and members of the committee assigned to oversee the establishment of physical standards, was to allow candidates to retest. As the retest Rule currently reads, candidates, other than city employees, cannot retest for a job class for a period of twelve months following the notice of test results. Experts in the arena of testing, generally agree that a six-month time lap between same-tests is appropriate, depending upon the type of test and whether answers were released. Experts also agree that six months is a period of time in which candidates can gain skills and abilities in identified weak areas. Since correct responses to the Columbus Police Officer exam are not released publicly or to candidates, six months is an appropriate time lapse for retaking cognitive exam phases, such as the multiple-choice phase. Since experts also agree that performance exams, such as typing tests or the physical capability test, could actually be retested more often, six-months is an acceptable time frame to allow for re-testing of the Police Officer Examination.

The Civil Service Commission currently tests for police officer twice a year and would like for all police officer candidates to be able to retest during both of these administrations due to the implementation of physical capability testing for the classification.

A motion was made, seconded and passed to approve the request to revise Rule VII to read as follows:

AMENDED RULE VII(B)(7)(a)

EXAMINATIONS

B. Competitive Examinations

7. Retests

- a. Retesting for the same class. Examinees who have been admitted to a competitive examination or a qualifying noncompetitive examination for any job class shall not be permitted to retest for that job class for a period of twelve (12) months following the notice of test results, unless:
- (1) A new test is being administered and the results of the new test will be used to replace the previously administered test; or
 - (2) The applicant is a current City employee who has not taken the test for the class for a period of six (6) months following the notice of test results.
 - (3) The applicant failed a typing or data entry performance test for the job class.
 - (4) **The test is for the classification of police officer, for which candidates may retest no more than twice in a twelve-month period.**

Retaking exam components. Examinees who have been admitted to a competitive examination or a qualifying noncompetitive examination for any job class shall not be permitted to retake any examination component for a period of twelve (12) months following the notice of test results, unless the Commission offers the test and:

- (1) A new test component is being administered and the results of the new test will be used to replace the previously administered test component; or
- (2) The applicant is a current City employee who has not taken the test component for a period of six (6) months following the notice of test results; or
- (3) The examination component is a typing or data entry performance test that the applicant has not taken during the current calendar week.

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RE: *Request of the Civil Service Commission to revise the Police Officer and Firefighter Pre-hire Medical Exam Cardiovascular Standard.*

PRESENT: S. David Kriska, PhD., Personnel Psychologist

David Kriska appeared before the Commissioners to present a request to revise the police officer and firefighter pre-hire medical exam cardiovascular standards. The police officer and firefighter cardiovascular fitness standards were developed independently and contain an anomaly. Currently, for a female applicant, the standard to become a police officer is greater than the standard to become a firefighter. For males, the opposite is true; i.e., the firefighter standard is more demanding than the police officer standards.

It was requested that this anomaly be corrected by adopting the 50th percentile as the standard for both firefighter and police officer applicants. This change is intended to modify the current standards as little as possible while simultaneously correcting the anomaly that initiated this request. The proposed changes are extremely small for the male firefighter and female police officer applicants. The proposal raises the standards slightly for the male police officer and female firefighter applicants.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of appellant Brendia J. Neuhart, Bus Driver with the Columbus Public Schools, to withdraw the appeal she filed with the Civil Service Commission on November 17, 2000 – Appeal No. 00-BA-0029.*

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Review of the findings and recommendations of the Trial Board for the hearing held on November 5, 2001, Melva Saunders-Johnson vs. Columbus Public Schools, Appeal No. 01-BA-0007.*

This item was deferred to later in today's meeting.

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RE: *Review of the findings and recommendations of the Trial Board for the hearing held on November 12, 2001, Arturo Kendrick vs. Columbus Public Schools, Appeal No. 00-BA-0027.*

This item was deferred to later in today's meeting.

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RE: *Columbus Public Schools Classification Actions.*

No classification actions were submitted this month.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Public Health Assistant Administrator (Ambulatory Services) with no revisions (Class Code 0260).*

PRESENT: Donald White, Personnel Analyst Supervisor

Donald White presented the Commission's request to approve the specification review for Public Health Assistant Administrator (Ambulatory Services) with no revisions. In accordance with Civil Service Commission policy, any classification that not been reviewed during the past five years shall be reviewed and revised if needed. This classification was created in 1986 and has not been reviewed since.

Although likely to be impacted by the ongoing reorganization, the Health Department is not prepared at this time to proceed with any actions on this classification. The Department may be requesting revisions in the near future after organizational decisions have been made following City Health Commissioner William Myers' retirement. Accordingly, staff recommended that the classification specification be approved as presented with no revisions.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Safety Program Technician with no revisions (Class Code 1716).*

PRESENT: Donald White, Personnel Analyst Supervisor

Don White presented the Commission's request to approve the specification review for Safety Program Technician with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in August of 1996. There are currently ten positions allocated to this classification in the departments of Development, Public Service and Public Utilities.

Several discussions have taken place with the Human Resources Department, the lead department for the City's safety program, regarding potential revisions. While the department is pursuing future revisions, it is not prepared to proceed at this time. Accordingly, Civil Service staff recommended that the classification specification be reviewed with no revisions and will present the specification for future action upon the department's initiation.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Personnel Analyst II, designate the examination type as noncompetitive,*

change the appointment type for the current incumbents to noncompetitive and allow them to maintain their classification seniority (Class Code 0901).

PRESENT: Donald White, Personnel Analyst Supervisor

Don White presented the Commission's request to revise this classification as part of the Commission's effort to update specific classifications that belong to targeted pairs of professional-level classifications, where an entry-level professional classification is used as the training classification for a specific fully skilled professional level classification.

No revisions were recommended to the definition, examples of work, knowledge, skills and abilities or probationary period. The work performed by these analysts requires skills and abilities at the subject matter expert/fully skilled level. In most cases a year and a half or two years of experience is required to reach an acceptable competency level to perform the duties of a Personnel Analyst II. It was therefore recommended that the minimum qualifications be revised to require two years of experience instead of one and that a master's degree in I/O Psychology or a related field may be substituted for one year of the required experience. In accordance with Rule IV(B)(3), because this classification requires specialized knowledge and work experience and because Personnel Analyst I is a competitive classification, it was requested that the examination type be change to noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Golf Courses Maintenance Manager (Class Code 3714).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Housing Rehabilitation Programs Coordinator (Class Code 2049).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Housing Rehabilitation Programs Coordinator as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in May of 1996. There are currently three incumbents in this classification.

It was recommended that the definition be revised to read "Under general direction, is responsible for coordinating and supervising the activities of employees assigned to the City's property/housing rehabilitation, construction assistance programs, homeowner assistance, and other housing rehabilitation related development programs, performs related duties as required." Revisions to the examples of work were recommended to better clarify the duties performed by incumbents. Clarification of the licensing requirement was added to the minimum qualifications. Revisions to the knowledge, skills and abilities were recommended to more accurately define the skills needed to perform the duties. No revisions were recommended to the probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Parking Meter Collector II, change the probationary period to 365 days, retitle it to read Parking Meter Collection Supervisor and amend Rule XI accordingly (Class Code 1301).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented this request as part of the Commission's ongoing effort to update all specifications at least every five years. Parking Meter Collector II was created in 1965 and last reviewed in 1999. There is currently one incumbent assigned to this classification in the City Treasurer's Office.

The current definition accurately defines this classification including the supervisory responsibilities, however, it was recommended that the title be revised to Parking Meter Collection Supervisor to reflect the supervisory responsibilities. The examples of work section of the specification

was revised to better clarify the supervisory and other responsibilities assigned to and performed by incumbents. Under the minimum qualifications, it was recommended that one year of experience as a Parking Meter Collector I be changed to read one year of experience as a Parking Meter Collector. Under knowledge, skills and abilities it was requested that the ability to lift forty-five pounds be increased to fifty pounds. It was also recommended that the probationary period be increased from 270 days to 365 days to insure that new incumbents have ample time to learn and demonstrate their proficiency in the procedures required to perform in this position. It was recommended that the examination type remain competitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Parking Meter Collector I, retitle it to read Parking Meter Collector and amend Rule XI accordingly (Class Code 1300).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented this request in order to align it with the specification review changes of Parking Meter Collector II. There are four incumbents assigned to the City Treasurer's Office.

The current definition accurately defines this classification, however, it was recommended that the title be revised to Parking Meter Collector to correspond with the retitling of Parking Meter Collector II to Parking Meter Collection Supervisor. The examples of work section of the specification was revised to better clarify the responsibilities of this position. There were no recommended revisions to the minimum qualifications. Under knowledge, skills and abilities, it was recommended that "good physical condition" be eliminated and that the ability to lift fifty pounds be added. No revisions were recommended to the probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Plant Maintenance Supervisor I (Class Code 3814).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Plant Maintenance Supervisor I as part of the ongoing effort to update all classifications at least every five years. There are currently eleven incumbents in this classification.

In the definition, the word "leading" was revised to "supervising" in order to clarify the supervisory duties of the classification. Revisions to the examples of work were requested to better clarify the duties performed by incumbents. No revisions to the minimum qualifications were recommended. Revisions to the knowledge, skills and abilities were requested to more accurately define the skills needed to perform the tasks of this classification. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Traffic Sign Shop Supervisor, change the probationary period to 365 days and amend Rule XI accordingly (Class Code 4010).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Sign Painter-Fabricator, change the probationary period to 270 days and amend Rule XI accordingly (Class Code 4013).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Traffic Maintenance Worker, change the probationary period to 270 days and amend Rule XI accordingly (Class Code 4015).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Traffic Paint and Sign Worker (Class Code 4016).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Traffic Maintenance Supervisor I (Class Code 4018).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Radio Dispatcher (Class Code 0813).*

PRESENT: William Terry, Personnel Analyst II

William Terry, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Radio Dispatcher as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in April of 1995.

No revisions to the definition, minimum qualifications, probationary period or examination type were recommended, although the department requested that the probationary period be extended to 365 days, it was the opinion of Commission staff that the extended probationary period is not warranted.

Modifications to the examples of work were recommended to better clarify the types of work performed by incumbents in this classification. It was recommended that the knowledge, skills and abilities include the ability to develop and maintain effective working relationships with associates and the general public.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the civil Service Commission staff to revise the specification for the classification Maintenance Carpenter (Class Code 3515).*

PRESENT: Ronald Jenkins, Personnel Analyst I

Ronald Jenkins presented the Commission's request to revise the specification for the classification Maintenance Carpenter as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in July of 1996. There are currently thirteen incumbents in this classification.

The definition was revised to more concisely describe this classification. Revisions to the examples of work were requested to better clarify and reflect the duties performed by incumbents. The minimum qualifications were revised to better clarify the language describing the minimum requirement of experience for this classification. No revisions were recommended to the knowledge, skills, and abilities, probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Maintenance Plumber (Class Code 3911).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Automotive Body Repair Supervisor (Class Code 3469).*

PRESENT: Ronald Jenkins, Personnel Analyst I

Ronald Jenkins presented the Commission's request to revise the specification for the classification Automotive Body Repair Supervisor as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in September of 1999. There are currently two incumbents in this classification.

Revisions to the definition were recommended to more accurately describe the supervisory duties and responsibilities assigned to and performed by incumbents of this classification. Revisions to the examples of work were requested to more accurately reflect the duties performed by incumbents and to eliminate redundancies. It was recommended that the guidelines for class use be deleted, as the description is no longer accurate. Revisions to the minimum qualifications were recommended to more accurately reflect the level of work performed by the incumbents and to maintain consistency within the progression of the class series. A revision to the knowledge, skills and abilities section was requested to reflect the knowledge necessary to perform the duties of this classification. No revisions to the probationary period or the examination type were requested.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Disease Intervention Specialist I, change the probationary period to 365 days and amend Rule XI accordingly (Class Code 1826).*

PRESENT: Ronald Jenkins, Personnel Analyst I

Ronald L. Jenkins presented this request as part of the Commission's objective to review all classifications every five years. This classification was last reviewed in November of 1996. There are currently five incumbents in this classification in the Health Department.

The definition was revised to reflect the expansion of work and more accurately describe the increased responsibilities of this classification. Revisions to the examples of work were requested to more accurately reflect the duties performed by incumbents, to encompass the responsibilities related to the screening, counseling and training for infectious diseases and to eliminate redundancies. A revision to the minimum qualifications was requested to ensure that all new incumbents have at least one year of practical experience with field interviews and counseling patients with infectious diseases. It was recommended that the probationary period be increased from 270 to 365 days to ensure that new incumbents have ample time to learn and demonstrate their proficiency and competency in interviewing clients and conducting field investigations. Additionally, Commission policy states that noncompetitive classes be assigned a 365-day probationary period. No revisions to the knowledge, skills and abilities or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Disease Intervention Specialist II, change the probationary period to 365 days and amend Rule XI accordingly (Class Code 1825).*

PRESENT: Ronald Jenkins, Personnel Analyst I

Ronald L. Jenkins presented this request as part of the Commission's objective to review classifications every five years. This classification was last reviewed in November of 1996. There is currently one incumbent in this classification in the Health Department.

The definition was revised to expand the scope of the specification to include other infectious diseases in addition to sexually transmitted diseases. Revisions to the examples of work were requested to more accurately reflect the duties performed by incumbents and eliminate redundancies. The minimum qualifications were revised to encompass experience with additional infectious diseases other than sexually transmitted diseases and to comply with Commission policy that noncompetitive classes require at least a high school diploma or GED. Revisions to the knowledge, skills and abilities were requested to ensure that new incumbents have knowledge and/or experience in the treatment of infectious diseases in addition to sexually transmitted diseases. It was recommended that the probationary period be increased from 270 days to 365 days in compliance with Commission policy that noncompetitive classes be assigned a 365-day probationary period. No revision to the examination type was recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Disease Intervention Specialist III (Class Code 1824).*

PRESENT: Ronald Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to revise the specification for the classification Disease Intervention Specialist III as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in November of 1996. There is currently one incumbent in this classification.

It was recommended that the definition be revised to reflect the expansion of work and more accurately describe the increased responsibilities of this classification. Revisions to the examples of work were recommended to more accurately reflect the duties performed by incumbents, to encompass the responsibilities related to screening, counseling and providing training opportunities for the treatment of additional infectious diseases and to eliminate redundancies. Revisions to the minimum qualifications were recommended to maintain consistency in the language and progression of this class series and to comply with Commission policy that noncompetitive classes require at least a high school diploma or GED. It was recommended that general knowledge of infectious diseases be added to ensure that new incumbents have knowledge and/or experience in the treatment of infectious diseases in addition to sexually transmitted diseases. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Account Clerk (Class Code 1230).*

PRESENT: Ronald Jenkins, Personnel Analyst I

Ronald Jenkins presented the Commission's request to revise the specification for the classification Account Clerk as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in November of 1994. There are currently forty-one incumbents in this classification in various City departments.

No revisions to the definition were recommended. Changes to the examples of work were recommended to more accurately reflect technological advances and to better clarify the duties performed by incumbents. No revisions to the minimum qualifications, knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Customer Service Representative I (Class Code 0434).*

PRESENT: Ronald Jenkins, Personnel Analyst I

Ronald Jenkins presented the Commission's request to revise the specification for the classification Customer Service Representative I as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in December of 1994. There are currently fifty-seven incumbents in this classification in various City departments.

It was recommended that the definition be revised to more accurately describe the duties and responsibilities performed by the incumbents of this classification. Revisions to the examples of work were recommended to more accurately reflect technological advances and to better clarify the duties performed by incumbents. No revisions to the minimum qualifications, knowledge, skills and abilities, probationary period or examination type, were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Maintenance Painter (Class Code 3720).*

PRESENT: Ronald Jenkins, Personnel Analyst I

Ronald Jenkins presented the Commission's request to revise the specification for the classification Maintenance Painter as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in July of 1996. There are currently twelve incumbents in this classification in the departments of Public Utilities, Public Service and Recreation and Parks.

No revisions to the definition were recommended. Changes requested to the examples of work were to more accurately reflect the duties performed by incumbents, to more accurately reflect technological advances and to eliminate redundancies. Revisions to the minimum qualifications were requested to better clarify the language describing the minimum requirement of experience. Revisions to the knowledge, skills and abilities were to insure that new incumbents have a basic knowledge of safety procedures involved in working with painter's tools and equipment, paint, chemicals and other potential hazards. No revisions were recommended to the probationary period or the examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Automotive Body Mechanic (Class Code 3468).*

PRESENT: Ronald Jenkins, Personnel Analyst I

Ronald Jenkins presented the Commission's request to revise the specification for the classification Automotive Body Mechanic as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in April of 2000. There are currently eight incumbents in this classification in the departments of Public Utilities and Public Service.

No revisions to the definition were recommended. Changes requested to the examples of work were to better clarify the duties performed by incumbents. In an effort to remain consistent with current industry standards, it was recommended that the amount of experience required for all new incumbents be reduced from five years to a more accepted standard of three years and to better clarify the language describing the education substitution requirement for this classification. Revisions to the knowledge, skills and abilities section were requested to better reflect the knowledge and skills necessary for all incumbents to perform efficiently in this classification. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Real Estate Relocation Specialist (Class Code 2034).*

PRESENT: Ronald Jenkins, Personnel Analyst I

Ronald Jenkins presented the Commission's request to revise the specification for the classification Real Estate Relocation Specialist as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in December of 1994. There are currently five incumbents in this classification in the Development Department.

It was recommended that the definition be revised to more accurately reflect the duties performed by incumbents. Revisions to the examples of work were recommended to more concisely reflect the duties performed by incumbents and include additional responsibilities previously not listed. Revisions to the knowledge, skills and abilities were recommended to better reflect the knowledge and skills necessary for incumbents to perform efficiently in this classification. No revisions to the minimum qualifications, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Building Plan Examiner III (Class Code 1117).*

PRESENT: Ronald Jenkins, Personnel Analyst I

Ronald Jenkins presented the Commission's request to revise the specification for the classification Building Plan Examiner III as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in September of 1996. There is currently one incumbent in this classification in the Development Department.

It was recommended that the definition be revised to better clarify the responsibilities of this classification and to eliminate redundancies. Revisions to the examples of work were requested to better clarify the duties performed by an incumbent in this classification. This classification, by definition, is a true supervisor and not a lead worker. For that reason it was requested that the Guidelines for Class Use be deleted from the specification. Revisions to the minimum qualifications were recommended to better clarify the language and maintain consistency within the progression of the classification series. No revisions to the knowledge, skills and abilities, probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Custodial Supervisor (Class Code 3529).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Maintenance Carpenter Supervisor I, retitle it to read Maintenance Carpenter Supervisor and amend Rule XI accordingly (Class Code 3516.)*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Crime Laboratory Manager and designate the examination type as noncompetitive (Class Code 1915).*

PRESENT: Laura Wright, Personnel Analyst II

Laura Wright presented the Commission's request to revise this classification, which was last reviewed in May of 1995. Crime Laboratory Manager is a single position classification with one incumbent in the Division of Police.

No revisions to the definition were recommended. Revisions were recommended to the examples of work to more clearly and accurately describe the duties that are currently performed by an incumbent in this position. Revisions to the minimum qualifications were proposed to be more consistent with the other classifications in this class series. Two additions to the knowledge, skills and abilities were recommended in order to give a more complete and accurate picture of the knowledge, skills and abilities needed for this classification. It was recommended that the examination type be changed to noncompetitive due to (1) this classification requires a considerable level of specialized education and forensic laboratory experience, (2) this classification requires peculiar and exceptional qualifications of a

scientific, managerial, professional or educational character, and (3) this is a single position classification. It was recommended that the probationary period remain at 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearings*

No residency hearings were held this month.

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RE: *Personnel Actions*

No personnel actions were submitted this month.

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RE: *Administrative/Jurisdictional Reviews*

This item was deferred to later in today's meeting.

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RE: *Hearing on the merits of the appeal of Astley B. Davy, from the action of the Department of Public Safety, Division of Police, suspending him for 120 hours from the position of Police Officer - Case No. 01-CA-0006.*

Alan Varhus, Assistant City Attorney, appeared before the Commission to advise he received notification from Mr. Davy's attorney that Mr. Davy does not wish to proceed with this appeal. Mr. Varhus requested that the appeal be dismissed with prejudice. President Tyson read into the record, a transcript of a voice mail message from John Waddy, attorney for the appellant, that the appellant requested his appeal be withdrawn. The Commissioners approved the request and the appeal was dismissed.

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The Commission recessed its regular meeting at 1:50 p.m. to consider the deferred items.

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The Commission reconvened today's meeting at 2:00 p.m.

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RE: *Review and approval of the November 26, 2001, regular meeting minutes.*

The minutes were approved as written with one correction.

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RE: *Review of the findings and recommendations of the Trial Board for the hearing held on November 5, 2001, Melva Saunders-Johnson vs. Columbus Public Schools, Appeal No. 01-BA-0007.*

The Commission adopted the recommendation of the trial board to modify the action of the appointing authority from a five-day suspension to a three-day suspension.

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RE: *Review of the findings and recommendations of the Trial Board for the hearing held on November 12, 2001, Arturo Kendrick vs. Columbus Public Schools, Appeal No. 00-BA-0027.*

The Commission adopted the recommendation of the trial board to modify the action of the appointing authority from discharging Mr. Kendrick from his position of Bus Driver to suspending him for 30 days.

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RE: *ADMINISTRATIVE/JURISDICTIONAL REVIEWS.*

Review of the appeal of Reggie Anglen regarding the denial of his request for ADA accommodation for the Police Communications Technician examination. Appeal No. 01-CA-0003.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to uphold the denial of Reggie Anglen's request for ADA accommodation for the Police Communications Technician examination. In addition, because the appeal was filed untimely, the Commissioners dismissed the appeal without a hearing.

Review of the appeal of Erin Bainter regarding the rejection of her application for the Payroll Clerk II portion of the Core II examination. Appeal No. 01-CA-0027.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to uphold the rejection of Erin Bainter's application and dismissed her appeal without a hearing.

Review of the appeal of Nancy L. Quillen regarding the denial of her request for a longevity raise at the Columbus Public Schools. Appeal No. 01-BA-0023.

The Commissioners upheld the written recommendation submitted by the Civil Service Commission staff to dismiss Nancy L. Quillen's appeal without a hearing because of lack of jurisdiction over the appeal.

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The meeting was adjourned at 2:02 p.m.

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Priscilla R. Tyson, Commission President

January 28, 2002

Date